



EDWARD M. BIRN
Director (Direktot)
BERNADINE C. GINES

Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
ASSISTANT FIRE CHIEF
Announcement Number: DOA 111-22

Area of Consideration: GUAM FIRE DEPARTMENT

Open: May 4, 2022 Close: May 17, 2022

LAW ENFORCEMENT PAY PLAN
OPEN: PL21-01; \$60,876 P/A –PL21-10; \$91,313 P/A
PROMOTION: PL21-01; \$60,876 P/A –PL21-20; \$128,805 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

Qualification Requirements

Two (2) years of experience as a Fire Battalion Chief and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or

Three (3) years and six (6) months of experience as a Fire Battalion Chief.

Necessary Special Qualification

Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4). Must possess a valid driver's license. In addition to meeting the NSQs above, the following Certifications below are required. All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited; [Note: Certifications obtained by other training entities can be accepted if the training entities are accredited by ProBoard and such certifications can be verified using the ProBoard website.] National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification, Hazardous Material Incident Commander, Fire Inspector I, Fire Instructor II and Fire Officer III.

Nature of work

This is highly responsible command work which involves providing effective administration through planning, coordinating, controlling, directing, and supervising the operations of the platoon system. Employees in this class work with considerable latitude in the exercise of independent judgement in commanding fire operations or related specialized activities. Work is performed in accordance to established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections and submission of reports.

Illustrative Examples of Work

Commands, plans, assigns, supervises and directs the activities of subordinates under ones command in fire operations and other related activities. Responds to emergencies when dispatched and takes command as conditions warrant by supervising and coordinating the activities of subordinates under ones command. Evaluates organizational efficiency and results; studies training needs; initiates special sessions or drills. Evaluates alarm assignments and hydrant distributions. Supervises difficult fire suppression and prevention inspections by implementing fire programs. Advises and instructs subordinates on methods, techniques, and procedures to be used in fire suppression and prevention efforts; analyzes current procedures and prepares reports and recommendations in order to recommend improving these procedures. Directs the more difficult fire investigations and other related incidents during ones tour of duty. Initiates meetings with civic and business organizations and actively promotes good public relations by giving lectures at school assemblies, civic groups, and appears on radio and television in order to promote fire prevention and safety measures. Remains cognizant of one's jurisdiction regarding the location of hydrants, mains, reservoirs, streets, sprinkler systems, etc. Prepares and supervises the submission and retention operations of fire reports and records. Inspects subordinates and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances and special events. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of contemporary principles, practices and methods of fire administration, organization and operation. Knowledge of fire protection, prevention and other safety laws of the Territory of Guam. Knowledge of departmental operating procedures, rules and regulations. Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations. Knowledge of the principles, practices, techniques and equipment used in contemporary fire suppression or in other related fields of specialization. Ability to effectively supervise subordinates. Ability to work effectively with the public and employees. Ability to react quickly and calmly in emergencies. Ability to maintain complex records and prepare reports. Ability to advise, instruct and personally perform technical work in one's field of specialization. Ability to communicate effectively.

ASSISTANT FIRE CHIEF DEPARTMENTAL COMPETITIVE EXAMINATION

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 9:00 a.m. – 4:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOBS@DOA.GUAM.GOV

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


SHANE G.L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.